



# UNITED STATES PROBATION NORTHERN DISTRICT OF FLORIDA

## Career Opportunity Vacancy No. FLNP-16-04 Probation/Pretrial Services Administrative Assistant

**Opening Date: 09/05/2016    Closing Date: 09/16/2016 or until filled**  
**Salary Range\*: CL 23 (\$32,019 - \$52,053) \*placement based on experience & skills**

*The United States Probation Office in the Northern District of Florida is seeking energetic individuals to provide clerical support to the probation and pretrial services office in Panama City. This position is a critical component to our organization's success, and requires a self-motivated person with a solid work ethic, excellent interpersonal skills, and the ability to multi-task. The incumbent must be a team player, have the ability to maintain confidences, and enjoy working in a fast-paced work environment.*

**Duties and Responsibilities:** The Probation/Pretrial Services Administrative Assistant performs a variety of duties and responsibilities which include, but are not limited to, the following:

- Perform receptionist duties by greeting visitors/callers in person and by telephone, answering routine questions, and directing visitors/callers to the appropriate person or department. Route all duty calls to duty officers.
- Inform offenders/defendants reporting for supervision or investigation on procedures for completing appropriate forms and authorizations. Advise offenders/defendants reporting for the first time regarding officer assignment and basic initial procedures.
- Prepare petitions, orders, letters, memoranda, appointment notices, and other correspondence, including typing, keyboarding, formatting, proofreading, and generating documents from templates, notes, and dictation. Type and edit presentence reports developed by officers. Record chronological entries.
- Create new investigative files at the direction of probation officers and maintain files up-to-date and in accordance with established office policies and procedures.
- Electronically submit appropriate documents to the Bureau of Prisons and Sentencing Commission, at the direction of probation officers.
- Assist with conducting online criminal record checks through local or national law enforcement systems.
- Assist officers with special projects.
- Perform other related duties as required.

#### **Required Qualifications:**

- High school graduate or equivalent with a minimum of 2 years general clerical experience.
- Solid Understanding of office procedures, practices, processes and mission.
- Detail oriented with excellent oral and written communication skills.
- Ability to interact effectively, appropriately, and tactfully with a variety of people.
- Excellent skills in grammar, spelling, and proofreading.
- Proficient in organizing work, multitasking, and ability to follow detailed instructions.
- Knowledge and skill in a variety of software applications to prepare reports and correspondence.
- Skill in using standard office equipment such as copiers, fax machines, scanners, keyboard, etc.
- Ability to adapt to ever-changing technology and workplaces changes.

#### **Court Preferred Skills:**

- Two years general experience, which is progressively responsible clerical, office, or other work that indicates the possession of, or the ability to acquire, the particular knowledge and skills needed to perform the duties of the position.
- Knowledge of the criminal justice system, particularly as it relates to probation and parole.

**Application Process:** To be considered for this position, applicants must submit all of the following application materials.

- A cover letter of interest, summarizing your skills and abilities, and a summary of your work history, and current salary.
- An Application for employment (AO-78, 10/09) which may be downloaded from [www.uscourts.gov/FormsAndFees.aspx](http://www.uscourts.gov/FormsAndFees.aspx).
- Your most recent performance evaluation (if not available, indicate in cover letter).

Application packets will not be considered complete unless all items listed above are included. If an item is not available, please indicate in the cover letter. Incomplete packets will not be retained.

Applicant packets must be emailed to Karen Cooke, Human Resources Specialist at [karen\\_cooke@flnp.uscourts.gov](mailto:karen_cooke@flnp.uscourts.gov), by close of business on September 16, 2016. Please reference "FLNP 16-04/Probation Clerk" in the subject line. PDF or Word documents are preferred.

Selected applicants will be tested on their knowledge, skills, and abilities. Reference and background checks will be conducted on final candidate(s).

**The U. S. Probation Office reserves the right to modify the conditions of this job announcement or to withdraw the job announcement, either of which may occur without prior written notice.** This job announcement may involve filling more than one position. Position(s) will be filled as permitted by current and future budgetary constraints. All positions with the U. S. Courts are subject to mandatory participation for payment of net pay (i.e. Direct Deposit). The U.S. Courts require employees to adhere to a Code of Ethics and Conduct which is available to applicants for review upon request. Due to the volume of applications received, the Court may only communicate to those individuals who will be interviewed for open positions. Travel and relocation expenses will not be paid.

Applicants must be United States citizens or eligible to work in the United States.

**THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER**